MINUTES OF MEETING

TROUT CREEK

COMMUNITY DEVELOPMENT DISTRICT

The Regular Meeting of the Board of Supervisors of the Trout Creek Community Development District was held on Thursday, March 26, 2026 at 6:00 p.m., at the Kayak Club, 100 Kayak Way, St. Augustine, FL 32092.

FIRST ORDER OF BUSINESS – Roll Call

Mr. McGaffney called the meeting to order and conducted roll call.

Present and constituting a quorum were:

Clint Wright	Board Supervisor, Chairman
Heather Loffredo	Board Supervisor, Vice Chairman
Jim Breslin	Board Supervisor, Assistant Secretary
Ronnie Murphy	Board Supervisor, Assistant Secretary
Vincent Sajkowski	Board Supervisor, Assistant Secretary

Also, present were:

Howard McGaffney	District Manager, Vesta District Services
Jennifer Kilinski *(via phone)*	District Counsel, Kilinski | Van Wyk PLLC
Mitchell Zwang *(via phone)*	Kilinski | Van Wyk PLLC
Belynda Tharpe	General Manager, First Service Residential
Jessica Knutelsky	Assistant General Manager, First Service Residential

The following is a summary of the discussions and actions taken at the March 26, 2026 Trout Creek CDD Board of Supervisors Regular Meeting. Audio for this meeting is available upon public records request by emailing PublicRecords@vestapropertyservices.com.

SECOND ORDER OF BUSINESS – Pledge of Allegiance

Supervisor Wright led all present in reciting the Pledge of Allegiance.

THIRD ORDER OF BUSINESS – Audience Comments – *(limited to 3 minutes per individual for agenda items)*

FOURTH ORDER OF BUSINESS – Staff Reports

A. District Counsel

B. District Engineer – Discussion Topics

1. Outfall Structure Repair Phase 3 – Chair/DE

> On a MOTION by Mr. Wright, SECONDED by Mr. Breslin, WITH ALL IN FAVOR, the Board authorized a final notice be sent to Prosser and Smith regarding repair costs for the outfall structure issue with plans to file a complaint if no payment is received by April, for the Trout Creek Community Development District.

On a MOTION by Mr. Breslin, SECONDED by Ms. Loffredo, WITH ALL IN FAVOR, the Board approved the drafting of an agreement with the contractor, as selected by the District Engineer and Chairman, for the outfall structure repairs, at a not-to-exceed of $60,000.00, for the Trout Creek Community Development District.

2. Exhibit 1: Variance Request Policy Updates for Fences with Drainage Easements – DM/DE

   This item was moved to the April workshop.

3. Update on Night Swimming Requirements – DE/GM

C. Landscape Maintenance Services Reports

D. Pond Aquatics Service Reports

E. Exhibit 2: General/Assistant General Manager

1. Exhibit 3: Consideration of Ruppert Landscape Proposals

   These items were moved to the April workshop.

   a. ENH026109326-06 – Falls Park Sod - $15,514.00
   b. ENH026109326-06 – Falls Park Sod - $11,377.00
   c. ENH026109326-16 – Hill Obstructing Plants - $14,852.00 (Podocarpus)/$11,699.00 (Trees & Boulders)/$18,828.00 (Podocarpus & Trees)

2. Exhibit 4: February Hub Café Square Category Sales Report
3. Exhibit 5: February TCCDD Square Category Sales Report
4. Exhibit 6: February Café Square Sunday Category Sales Report
5. Exhibit 7: February Maintenance Report
6. Exhibit 8: February Lifestyle Summary Report
7. Exhibit 9: February Lifestyle P&L Report

F. District Manager

FIFTH ORDER OF BUSINESS – Business Items

A. Exhibit 10: Consideration of VGlobal Website Monthly Maintenance, & ADA & WCAG Quarterly Audits Proposal

On a MOTION by Mr. Wright, SECONDED by Ms. Loffredo, WITH ALL IN FAVOR, the Board approved the VGlobal Website Monthly Maintenance, ADA & WCAG Quarterly Audits proposal, for the Trout Creek Community Development District.

B. Exhibit 11: Consideration of Previously Presented Janitorial Services Proposals

On a MOTION by Mr. Wright, SECODNED by Mr. Sajkowski, WITH ALL IN FAVOR, the Board approved the First Service Residential Janitorial Services proposal, at a not-to-exceed of $33,000.00, and authorized the District Counsel to draft the amendment with the Chairman to have the authority to execute said amendment, for the Trout Creek Community Development District.

1. Exhibit 11A: CAM Resources
2. Exhibit 11B: Elite Amenities

3. Exhibit 11C: eMaids of St. Augustine
4. Exhibit 11D: FirstService Residential

C. Consideration of Rescheduling May 12th Workshop to May 11th (Budget Workshop)

> On a MOTION by Ms. Loffredo, SECONDED by Mr. Wright, WITH ALL IN FAVOR, the Board approved rescheduling the May 12th workshop to May 11th at 10:00 a.m., for the Trout Creek Community Development District.

D. Exhibit 12: Consideration & Adoption of **Resolution 2026-08,** Setting Public Hearing Date for Rule Development for 05/28/2026

> On a MOTION by Mr. Wright, SECONDED by Ms. Loffredo, WITH ALL IN FAVOR, the Board adopted **Resolution 2026-08,** Setting Public Hearing Date for Rule Development for 05/28/2026, for the Trout Creek Community Development District.

1. Exhibit 12A: Amended/Restating Parking/Towing Rules
2. Exhibit 12B: Amended/Restated Rules of Procedure
3. Exhibit 12C: Amended/Restated Amenity Rates/Reservation Fees
    a. Amended/Restated Disciplinary Rule

E. Exhibit 13: Consideration of Spending Authority

> On a MOTION by Mr. Wright, SECONDED by Ms. Loffredo, WITH ALL IN FAVOR, the Board approved the spending authority to be $10,000.00 for the General Manager/Assistant General Manager and $20,000.00 for the District Manager with anything above $20,000.00 requiring both the District Manager and the Chair or Vice Chair's approval, for the Trout Creek Community Development District.

F. Update & Consideration of Ratification of CR53

SIXTH ORDER OF BUSINESS – Consent Agenda

A. Exhibit 14: Consideration for Approval – The Minutes of the Board of Supervisor Regular Meeting Held on February 26, 2026

B. Exhibit 15: Ratification of Variance Agreement

> On a MOTION by Ms. Loffredo, SECONDED by Mr. Breslin, WITH ALL IN FAVOR, the Board approved the Consent agenda as presented, for the Trout Creek Community Development District.

SEVENTH ORDER OF BUSINESS – Discussion Topics

A. Update Comcast Proposal

B. Exhibit 16: Videography Agreement

> On a MOTION by Mr. Wright, SECONDED by Ms. Loffredo, WITH ALL IN FAVOR, the Board approved the Litte Media agreement for Videography services with closed captioning, at $350.00 per meeting, for the Trout Creek Community Development District.

C. Pond 29A & 29B

D. Exhibit 17: Ashford Mills Major Modification – Request for Funding Agreement & Coordination with Commercial Owner

On a MOTION by Ms. Loffredo, SECONDED by Mr. Breslin, WITH ALL IN FAVOR, the Board designated Supervisor Loffredo to work with District Counsel to finalize a memorandum of understanding or an agreement with the commercial property owner regarding access to Shearwater Pkwy. and Pine Tree Ln., including all board-specified conditions, for the Trout Creek Community Development District.

E. Exhibit 18: CR 210-Landscape Replacement by St. Johns County

EIGHTH ORDER OF BUSINESS – Discussion of Security Enhancements*

In accordance with sections 119.071(3)(a) and 286.0113(1), Florida Statutes, a portion of the meeting may be closed to the public, as it relates to details of the District's security system plan. The closed session may occur at any time during the meeting and is expected to last approximately thirty (30) minutes but may end earlier or extend longer.

A. Security Observation Report-FSR – *Under Separate Cover*

On a MOTION by Mr. Breslin, SECONDED by Mr. Wright, WITH ALL IN FAVOR, the Board approved the General Manager to carry out security improvements, modifications to equipment, FOB access devices, an amendment to the Vesta Property Services agreement to reduce pool monitoring hours, an amendment to the Security Services agreement to add an addition 10 hours per week for amenity security, with District Counsel to draft the amendments and the Chairman to execute the amendments, for the Trout Creek Community Development District.

NINTH ORDER OF BUSINESS – Supervisors' Requests

TENTH ORDER OF BUSINESS – Audience Comments – New Business/Non-Agenda *(limited to 3 minutes per individual)*

ELEVENTH ORDER OF BUSINESS – Adjournment

Mr. McGaffney asked for final questions, comments, or corrections before requesting a motion to adjourn the meeting. There being none, Mr. Wright made a motion to adjourn the meeting.

On a MOTION by Mr. Wright, SECONDED by Ms. Sajkowski, WITH ALL IN FAVOR, the Board adjourned the meeting at 9:30 p.m. for the Trout Creek Community Development District.

**Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on <u>May 7, 2026</u>.

Howard (May 27, 2026 12:03:26 EDT)	Clint Wright (May 27, 2026 10:05:34 EDT)
Signature	**Signature**
Howard McGaffney	Richardc Wright's
Printed Name	**Printed Name**
Title: ☑ **Secretary** ☐ **Assistant Secretary**	**Title:** ☐ **Chairman** ☐ **Vice Chairman**

March Mins.

Final Audit Report 2026-05-27

Created:	2026-04-30
By:	Jackie Leger (jleger@vestapropertyservices.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA8gG7ODSzIiXPOcDh-Nes9bnGb85uhR7k

"March Mins." History

Document created by Jackie Leger (jleger@vestapropertyservices.com)

2026-04-30 - 4:38:00 PM GMT

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Agreement completed.

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